



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

045

Date: September 19, 2014

TO: ALL MISSION PERSONNEL

FROM: MAURA PELLET– HUMAN RESOURCES OFFICER

**SUBJECT: COMMERCIAL SPECIALIST IN FOREIGN COMMERCIAL
SERVICE OFFICE**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Commercial Specialist (2 positions)

OPEN TO: All Interested Candidates

GRADE LEVEL: FSN-10, FP-05* (FULL PERFORMANCE LEVEL)
FSN-09, FP-05* (TRAINING LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: PERMANENT

OFFICE LOCATION: Foreign Commercial Service Office (FCS)

OPENING DATE: Immediate

DEADLINE: October 5, 2014 at 6 P.M. Kyiv Time

**FP-5 is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Serves as professional analyst and advisor to the Senior Commercial Officer (SCO) in planning, organizing, and administering, and implementing programs for market expansion of U.S. companies in Ukraine. Has sole responsibility for assisting USG and U.S. companies in the development of several complex and important industry sectors and four major geographical regions of Ukraine.

MAJOR DUTIES AND RESPONSIBILITIES:

- Serves as professional analyst and assistant to the U.S. commercial staff in planning, organising, and administering international (U.S., Europe, Ukraine) market development programs for Ukraine including trade promotion programs, events, and reporting to facilitate the market expansion for U.S. companies.
- Performs complex analysis/research and develops comprehensive recommendations for market development measures to be taken in support of US trade objectives.
- Assesses prospects for imports of U.S. goods and services in the assigned sectors to advise how U.S. suppliers might best compete in the market. Reporting includes Country Commercial Guide, compilation of Industry Sector Analyses (ISA) and International Market Insights (IMI) with some independent substantive analyses on specific opportunities for the import of US goods and services; prepares most complex International Company Profiles (ICP) and International Partner Search (IPS) reports, which require extensive outside investigation in order to develop and verify factual data as to the financial capability and reliability of local firms. **20%**

- Plans, budgets, promotes, implements, and organizes a wide variety of trade projects and activities including the Commercial Service presentations to U.S. and Ukraine executives and officials, business communities, business conferences, US Pavilions at trade shows, U.S., Ukraine and European Buyer Missions, and regional outreach trips in Ukraine.
- Coordinates visits of USG officials and business executives to Ukraine, plans agenda, schedules and logistics.
- Provides assistance for individual business trips of US and Ukrainian businessmen in commercial matchmaking and negotiating/implementing contracts.
- Interacts with U.S. Export Assistance Centers (USAEC), US DOC Head Quarters offices, Import Administration, Market Access Offices, worldwide industry teams and DOC European coordinators. Much of this work also involves budgeting and fiscal accountability for client program fees and working closely with offices in Europe and the U.S. on planning major events. **30%**

- Personally develops several types of data records and performs complex analysis/research and develops comprehensive recommendations for market development measures to be taken in support of US trade objectives. **15%**
- Counsels US business and official visitors on the Ukraine's market conditions and trade opportunities in the assigned commodity/industry sectors.
- Advises US firms on the best approach to expand market in Ukraine, by locating buyers, agents, and distributors for their products.
- Assists U.S. firms in securing market information such as international trade data, trade barriers and the import requirements for specific products.
- Arranges for their meetings with host country government and business officials;
- Serves as a technical advisor to U.S. companies by assisting them in the resolution of trade disputes, and advocating on their behalf before the host country government. **20%**
- Develops and maintains contacts ranging from mid- to high management levels of the Ukrainian government and senior business executives, local Chambers of Commerce and professional trade associations, government and private banking institutions, and individual business firms to obtain published and unpublished information.
- Assists Ukrainian business representatives to obtain information on U.S. suppliers of products and services. **15%**

QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL, FSN-10:

EDUCATION:

Possession of master's degree or the host country's equivalent in economics, marketing, business administration or a related field. Or 2 years of college studies * (see modified experience requirement below).

PRIOR WORK EXPERIENCE:

For candidates with Masters Degree: four years of progressively responsible experience in economic research, marketing, trade promotion, business management or related field.

For candidates with 2 years of College Studies: seven years of progressively responsible experience in economic research, marketing, trade promotion, business management or related field.

POST ENTRY TRAINING:

Business Counselling and Export Assistance Training

Correspondence Course for Foreign Service National Economic/Commercial Specialists

LANGUAGE PROFICIENCY:

Level IV (fluent) English, Ukrainian and Russian are required.

JOB KNOWLEDGE:

1. Expert level knowledge of post activities, fiscal management guidelines, USFCS goals, programs, policies, procedures, and reporting requirements. Activities include but not limited to:

(a) Managing and implementing USDOC programs such as local trade events (USA Pavilion, U.S. Product Literature Center), FCS representation events, orientation missions to the U.S., International Buyer Program, Showcase Europe Program, Trade Opportunity Program, International Partner Search Program, Gold Key Service, mostly in coordination with U.S. Export Assistance Centers throughout the U.S.

(b) Serving as empowered to act for USDOC non-FCS agencies for: pre-license check, post-shipment verification, and other activities.

(c) Working with USEXIM and TDA on matchmaking for clients on project financing, and conducting preliminary project evaluation.

2. Expert level of knowledge of the host country's economy, business customs, practices, marketing channels, laws, regulations and policies related to assigned commercial functions.

3. Expert level of knowledge for assigned industry sectors and country regions.

Examples for 2 and 3: counselling U.S. clients on a daily basis on the Ukrainian economy, business customs and practices, market overview and trends (including demand and supply analysis), market access and regulations (including, import tariffs and duties, licensing, certification and registration requirements) in the assigned industry sectors.

QUALIFICATIONS REQUIRED FOR TRAINING LEVEL, FSN-09:

EDUCATION:

Possession of master's degree or the host country's equivalent in economics, marketing, business administration or a related field. Or 2 years of college studies * (see modified experience requirement below).

PRIOR WORK EXPERIENCE:

For candidates with Masters Degree: three years of progressively responsible experience in economic research, marketing, trade promotion, business management or related field.

For candidates with 2 years of College Studies: six years of progressively responsible experience in economic research, marketing, trade promotion, business management or related field.

LANGUAGE PROFICIENCY:

Level IV (fluent) English, Ukrainian and Russian are required.

JOB KNOWLEDGE:

Expert level of knowledge of the host country's economy, business customs, practices, marketing channels, laws, regulations and policies related to assigned commercial functions.

Expert level of knowledge for assigned industry sectors and country regions.

Examples: counselling U.S. clients on a daily basis on the Ukrainian economy, business customs and practices, market overview and trends (including demand and supply analysis), market access and regulations (including, import tariffs and duties, licensing, certification and registration requirements) in the assigned industry sectors.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB October 5, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note:

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application.

Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: JLindley – FCS (by e-mail)